



STATE PROCUREMENT OFFICE  
NOTICE OF REQUEST TO AMEND AN EXEMPTION  
FROM HRS CHAPTER 103D CONTRACT

TO: Chief Procurement Officer

FROM: State Procurement Office  
Name of Requesting Department

Pursuant to HRS §103D-102(b)(4) and HAR section 3-120-5(d), the Department requests to amend an exempt contract as follows:

- |                                              |                                                                |
|----------------------------------------------|----------------------------------------------------------------|
| 1. SPO-007, Exemption Reference (PE) Number: | PE: 12-053K 1/1/12 - 6/30/12,<br>PE12-053Ka1 7/1/12 - 12/31/12 |
| 2. Vendor/Contractor/Service Provider Name:  | Various interisland airline passenger carriers                 |

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| 3. Describe the goods, services, or construction:<br>Interisland air ticketing |
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| 4. Explain in detail what is being amended:<br>Request PE12-053Ka1 be extended for an additional 30 days, from 12/31/2012 to <del>1/31/2013</del> <b>2/28/2013</b> <i>1/9/13 per email Bonnie K</i> |
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| 5. Amended contract price for this request: \$ no change |
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| 6. Explain in detail why the amendment(s) are necessary:<br>Staff needs additional time to execute contracts and issue the vendor list. The RFP was issued on 9/25/2012, closed on 11/1/2012. Award is pending. In the interim, agencies shall follow travel procedures as outlined in PC2007-03 and its amendments. |
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7. Identify the primary responsible staff person(s) conducting and managing this procurement. Appropriate delegated procurement authority and completion of mandatory training required.)

\*Point of contact (Place asterisk after name of person to contact for additional information.)

Name	Division/Agency	Phone Number	Email address
Bonnie Kahakui 	SPO	587-4702	bonnie.a.kahakui@hawaii.gov

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.*

*I certify that the information provided is to the best of my knowledge, true and correct.*

  
Department Head Signature

12/18/2012  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 12/21/12

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

[state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:

Request is approved for the period 01/01/13 to 02/28/13. In the interim agencies will continue following the travel procedures as outlined in Procurement Circular No. 2007-03 and its amendments.

☒ Approved    ☐ Disapproved    ☐ No Action Required

  
Chief Procurement Officer    1/14/2013  
Date